

# VACANCY NOTICE

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Interdepartmental Project Manager</u>		CLASSIFICATION CODE: <u>02665700</u>	
	SALARY RANGE: <u>139 A \$69306-78537</u>		REFERENCE POSITION NO.: <u>131010000-new</u>	
	Department or Agency Name <u>Corrections</u>		APPLICATION PERIOD: <u>8/2/06 to 8/8/06</u>	
	Division/Section/Unit <u>Rehab Services</u>		<u>3 day grace 8/11/06</u>	
<b>POSITION IS PENDING APPROVAL FROM STATE BUDGET OFFICE</b>				
General Information to Candidate	Shift and Days: <u>Non-Standard work hours</u>		Job Location: <u>40 Howard Ave., Cranston, R.I.</u>	
	Restrictions/Limitations: <b>POSITION IS LIMITED TO 2 YRS, MAY BE RENEWED AT DISCRETION OF DEPT. DIRECTOR</b>			
	Position Covered By Collective Bargaining Union Agreement <u>No</u> <u>X</u>			
	Name of Bargaining Unit Union: <u>N/A</u>			
There is <u>  </u> is not <u>  </u> a Civil Service List for this position. <b>For Both for Specific Instructions</b>				
* NOTE: If there is a list, only laterals (employees currently in the State of Rhode Island) may be appointed to this position.				
Statement of Duties	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDING:</b> If you are currently employed by the State of Rhode Island and wish to bid, please complete fully the CS-14 Application Form and attach a copy of your most recent EEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and the File Position Number. <b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Name of department where you are currently employed</li> <li>Title of your present position and date you entered it</li> <li>Your business telephone number</li> <li>Date you entered State service</li> <li>Present Union Affiliations</li> </ul> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>			
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b> <b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.			
	<b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).			
Minimum Education & Experience	<b>DUTIES / RESPONSIBILITIES:</b> The re-entry policy coordinator will report directly to the assistant director of rehabilitative services and will supply high level policy and planning support for re-entry and justice reinvestment initiatives. Position will provide coordination and policy development for DOC's re-entry efforts, including justice reinvestment, community outreach and coordination of the three tiers of the governor's re-entry initiative; coordinate and support a variety of technical assistance grants; field requests from technical assistance providers; prepare for meetings of technical assistance providers; develop and implement community re-entry councils; increase and strengthen partnerships with other state agencies; identify funding opportunities, prepare written policy and planning materials and do related work as required.			
	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> possession of a Master's Degree in Public Administration, Business Administration or related field. <b>Experience:</b> considerable employment in a highly responsible position involving responsibility for the research, fiscal analysis and policy development and dissemination of information. <b>Or,</b> any combination of the above education and experience.			
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>			
	Ann Marie Hamilton Office of Human Resources 39 Howard Ave. Cranston, R.I. 02920		<b>Telephone #:</b> (401) 462-5118 <b>Fax #:</b> (401) 462-2685 <b>TTY/TDD #:</b> (401) 462-5180 (Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER